

CHAPTER 9. CONDUCT A PRIVATE PILOT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS AT THE PRIVATE PILOT CERTIFICATION LEVEL

SECTION 1. BACKGROUND

1. OBJECTIVE. The objective of this task is to determine whether an applicant meets the requirements for certification as a private pilot under Title 14 of the Code of Federal Regulations (14 CFR) part 61, subpart E. Completion of this task results in the issuance of Federal Aviation Administration (FAA) Form 8060-4, Temporary Airman Certificate; FAA Form 80605, Notice of Disapproval of Application; or a letter of discontinuance.

2. GENERAL. The examiner conducting the practical test reviews the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, Federal Communications Commission (FCC) aircraft station license (if applicable), and aircraft registration to determine that the aircraft is airworthy and suitable for the practical test.

3. ELIGIBILITY REQUIREMENTS. The applicant must meet all the applicable requirements of 14 CFR part 61, subpart E.

A. Graduate of an Approved Training Program. Under the provisions of 14 CFR part 61, § 61.71(a), an applicant who presents an appropriate graduation certificate within 60 days after graduating from an approved training program certificated under 14 CFR part 141 and who passed the appropriate practical test is considered to have met the prerequisite aeronautical experience requirements of § 61.109.

B. Graduate of an Approved School with Examining Authority. Under the provisions of § 61.71(a), an applicant who graduated from an approved pilot school that holds examining authority is considered to have met the prerequisite eligibility requirements for the private pilot certificate if the applicant applies within 60 days of graduation and passed the appropriate practical test from the school that holds the appropriate examining authority.

C. Not a Graduate of an Approved School. If the applicant is not a graduate of an approved pilot school, or has not applied and passed the practical test for the private pilot certificate within the times specified for approved school graduates, the applicant must meet all the applicable prerequisite eligibility requirements of part 61, subpart E.

D. Aeronautical Knowledge. A private pilot knowledge test report or private pilot test report from an approved school with knowledge test examining authority is the only acceptable form of evidence to verify the applicant has passed the private pilot knowledge test for a private pilot certificate.

(1) The format of the knowledge test report from an approved school or computer testing designee (CTD) must include an embossed seal in the lower right corner and the testing facility's name and air agency designation number.

(2) The holder of a category rating for powered aircraft is not required to take a knowledge test for the addition of another category rating to a private pilot certificate.

E. Aeronautical Experience. The applicant must present a pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1, Airman Certificate and/or Rating Application.

(1) Military pilot flight time records may be used to show the required flight time if the records meet the requirements of § 61.51.

(2) If the examiner is unable to determine whether the records presented show clear evidence of the required aeronautical experience, the applicant must be referred to the Flight Standards District Office (FSDO).

(3) In accordance with (IAW) § 61.109, an applicant for a private pilot certificate must have received at least 3 hours of flight training in the control and maneuvering of an airplane solely by reference to instruments.

(4) An applicant for a private pilot certificate must have received at least 3 hours of night flight training (except for the glider and balloon ratings) and an instructor endorsement IAW the appropriate provisions of § 61.109. Except as provided in § 61.110, the applicant's records must indicate that all required night flight training has been received.

F. Logbook Endorsements.

(1) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant has received and logged 3 hours of flight training within the 60 days preceding the date of the application in preparation for the practical test.

(2) The applicant's logbook or training record must contain an endorsement from an authorized instructor who certifies that the applicant is prepared to pass the practical test. In addition, the applicant must have a signed FAA Form 8710-1 with the authorized instructor's signature.

(3) The applicant's logbook or training record must contain an endorsement from an authorized instructor who states that the applicant has demonstrated satisfactory knowledge of the subject areas in which the applicant was deficient on the airman knowledge test.

(4) An applicant for a private pilot certificate must have logged training and received a logbook endorsement from an authorized instructor on the training required by § 61.107(b) that is appropriate for the private pilot rating sought.

(5) The applicant's student pilot certificate and logbook must contain the appropriate solo flight endorsement(s).

(6) The applicant's student pilot certificate and logbook must contain the appropriate solo cross-country endorsement(s).

4. LIMITATIONS.

A. Night Flying Limitations. IAW § 61.110, a person who receives flight training in and resides in the state of Alaska:

(1) May be issued a pilot certificate with the limitation "NIGHT FLYING PROHIBITED."

(2) Must comply with the appropriate night flight training requirements of this subpart within 12 calendar-months after the issuance of the pilot certificate.

B. CrossCountry Limitations. The limitations "PASSENGER CARRYING PROHIBITED ON FLIGHTS MORE THAN 10NM FROM [the appropriate island]" and "HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO" shall be entered on the certificate of an applicant whose crosscountry experience qualifies under the provisions of § 61.111(c). Cross-country limitations may be removed by an examiner when the certificate holder has complied with the applicable solo cross-country requirements and has passed a practical test on cross-country flying.

C. English Language. If the applicant cannot read, speak, write, or understand English, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person's pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person's pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

D. Lighter-than-Air Limitations. If appropriate, the examiner places one of the following limitations on a certificate with lighter-than-air category and balloon class ratings:

(1) LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER.

(2) LIMITED TO HOT AIR BALLOONS WITHOUT AIRBORNE HEATER.

5. CATEGORIES AND CLASSES. The category of aircraft used for the practical test is placed on a private pilot certificate. With the exception of private pilot glider and powered-lift certificates, the class rating is also placed on the certificate.

A. Airplane Class Ratings. The following class ratings are originally issued or added to private pilot airplane certificates:

(1) SINGLE-ENGINE LAND.

(2) MULTIENGINE LAND.

(3) SINGLE-ENGINE SEA.

(4) MULTIENGINE SEA.

B. Rotorcraft Class Ratings. The following class ratings are originally issued or added to private pilot rotorcraft certificates:

(1) HELICOPTER.

(2) GYROPLANE.

C. Lighter-than-Air Class Ratings. The following class ratings are originally issued or added to private pilot lighter-than-air certificates:

(1) AIRSHIP.

(1) BALLOON.

D. Powered Lift Category Rating. Only the powered lift category rating is added to a private pilot certificate to read: POWERED-LIFT.

E. Glider Category Rating. Only the glider category rating is added to a private pilot certificate to read: GLIDER.

6. RECREATIONAL PILOT UPGRADES. A recreational pilot who desires certification as a private pilot must meet all the prerequisite eligibility requirements appropriate to the category and class sought for the private pilot certificate. Since a recreational pilot is limited to flight within 50 nautical miles (NM) of the departure airport, the recreational pilot's logbook must be endorsed by a flight instructor for each operation not allowed by the recreational pilot certificate.

A. Knowledge Test. The applicant for an upgrade to a private pilot certificate must pass the appropriate private pilot knowledge test, unless the applicant previously passed the appropriate private pilot knowledge test when the applicant obtained his or her recreational pilot certificate. In the case of an applicant who claims to have previously passed the private pilot knowledge test, that applicant must obtain documentation from the FAA's Airmen Certification Branch, AFS-760, [FAA Airmen Certification Branch, AFS-760, PO Box 25082, Oklahoma City, OK 73125-0082; FAX number: (405) 9549922] that shows satisfactory completion of that private pilot knowledge test. That documentation must accompany the applicant's submitted FAA Form 8710-1 application. There are short private pilot knowledge tests authorized for holders of recreational pilot certificates with airplane, helicopter, and gyroplane privileges who wish to upgrade to a private pilot certificate for the same category of aircraft.

B. Certificate. The private pilot certificate supersedes the recreational pilot certificate. If a different category of aircraft is used for the practical test, the recreational pilot privileges from the superseded certificate are shown on the private pilot certificate under recreational pilot privileges. (See Figure 9-1.)

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 61, familiarity with the Private Pilot practical test standards (PTS), and designation as a private pilot examiner (PE) in the applicable category and class of aircraft.

B. Coordination. This task requires coordination with the supervising FSDO.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Title 14 CFR parts 61, 91, and 141
- Appropriate Private Pilot PTS

B. Forms.

- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8420-2, Medical Certificate _____ Class and Student Pilot Certificate
- FAA Form 8500-9, Medical Certificate _____ Class
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Figure 9-1, Private Pilot Certificate with Recreational Pilot Category Privileges

3. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents and records to the appointment:

(1) FAA Form 8710-1, which must be completed in ink or typewritten and signed by the applicant. Per 14 CFR § 61.39(a)(7), the applicant must complete Section III, Record of Pilot Time. As a special emphasis item, the examiner must review the applicant's aeronautical experience recorded on FAA Form 8710-1 and in the applicant's logbook/training record to ensure compliance with the appropriate aeronautical experience requirements for the certificate and/or rating sought.

(a) In Section III on FAA Form 8710-1, Record of Pilot Time, the applicant must list at least the aeronautical experience required for the airmen certificate and rating sought. Graduates of part 141 pilot schools or part 142 training centers must provide their aeronautical experience in Section III even though the graduation certificate is evidence of having completed the course of training.

(b) If aeronautical experience has no bearing on the airman certification action being sought, it is not necessary for an applicant to complete Section III. For example, flight instructor renewal applications, flight instructor reinstatement applications, ground instructor qualification applications, and pilot type rating applications would be examples for which aeronautical experience would not have a bearing on the airmen certification action; thus, the applicant would not be required to complete Section III of the application. However, all applicants are encouraged to complete Section III because it remains on file with the FAA and can be used to substantiate past aeronautical experience in the case of a lost logbook.

(2) A student pilot certificate or recreational pilot certificate (airman certificate if for an additional category/class rating).

(3) At least a current third-class Medical Certificate (FAA Form 8500-9) or Medical Certificate and Student Pilot Certificate (FAA Form 8420-2), if applicable.

(4) A private pilot knowledge test report, if applicable.

(5) An FAA-approved pilot school graduation certificate, if applicable.

(6) A pilot logbook or other acceptable and reliable record(s) as evidence of having met the required aeronautical experience for the certificate and rating sought and to substantiate the aeronautical experience shown on FAA Form 8710-1.

(7) The aircraft maintenance records.

(8) The aircraft airworthiness certificate.

(9) The aircraft registration.

(10) The FCC aircraft station license, if applicable.

(11) An acceptable form of photo identification.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in paragraph 3A(1) through (11).

C. Review Application. Verify that the information on FAA Form 8710-1 is accurate, legible, and complete.

(1) In Section I on the form, ensure that the applicant has checked "Private." If the applicant is seeking an additional airplane rating, ensure that the applicant has checked "Additional Aircraft Rating" and the appropriate aircraft category/class.

(2) Ensure that the remainder of the form is completed IAW the instructions attached to the form and the information in chapter 5, section 1, paragraph 22.

(3) Ensure that the flight instructor has signed an endorsement no more than 60 days before FAA Form 8710-1 was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity IAW the procedures described in chapter 5, section 1, paragraph 20.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue with the practical test.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate

identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the task and immediately report the matter to the FSDO.

E. Establish Eligibility. Determine that the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and flight proficiency requirements for certification as a private pilot.

(1) If the applicant cannot read, speak, write, or understand English, then the pilot/instructor certification process should be terminated unless the reason is because of a medical disability. If the reason for the applicant not being able to read, speak, write, and understand English is because of a medical disability (meaning a hearing impairment or speech impairment that is medically substantiated by a certified medical physician), then an operating limitation may be placed on the person's pilot/instructor certificate. A medical disability of this kind may require an operating limitation be placed on the person's pilot certificate that prohibits the pilot from operating in airspace that requires the use of communication radios. However, as a matter of clarification, this limitation would not necessarily prohibit a pilot from operating in airspace that requires the use of communication radios if the pilot has received prior authorization from the jurisdictional air traffic facility where the flight is being conducted, and the pilot is able to receive instructions from that air traffic facility via light signals or some other form of electronic means of communication.

(1) If the applicant is applying for a powered aircraft rating, ensure that the applicant holds at least a current third-class medical certificate.

(2) If the applicant's medical certificate or Statement of Demonstrated Ability (SODA), if any, bears any limitation that would make a special medical flight test necessary, refer the applicant to the FSDO.

(3) Inspect the applicant's student pilot certificate for current solo and solo cross-country endorsements.

(4) Check the record of aeronautical experience in Section III of FAA Form 8710-1 to determine that the applicant has the minimum aeronautical experience required for the certificate and rating sought (§ 61.109).

(5) If the applicant is applying for a test on the basis of graduation from an approved training program, inspect the applicant's graduation certificate to verify that the applicant is in compliance with the requirements of § 61.71.

(6) If the applicant is a graduate of an approved pilot school, check the applicant's graduation certificate to ensure that the practical test will be passed within 60 days from the date on the graduation certificate. If not, the applicant must apply for the pilot certificate or rating under part 61 and meet all the applicable aeronautical experience requirements for the pilot certificate or rating sought.

(7) Examine the applicant's logbook and/or other reliable record(s) to verify that all aeronautical knowledge, aeronautical experience, and required instructor endorsements (see section 1, paragraph 3F of this chapter) are recorded.

(8) If the applicant is located on an island from which the required flights cannot be accomplished without flying more than 10 NM over water, refer to § 61.111.

(9) Examine the private pilot knowledge test report or test report from an approved school with knowledge test authority, as applicable.

(10) If the applicant has checked the "Yes" box of Section IV on FAA Form 8710-1, verify that the applicant meets the requirements of § 61.49.

F. Requirements for an Additional Category/Class Rating. The requirements are the same as in paragraph E except that the knowledge test is not required if the applicant already has a powered aircraft rating.

G. Aircraft Requirements. Review the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine that the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

H. Discrepancies. If a discrepancy that cannot be

immediately corrected exists in any of the documents, return FAA Form 8710-1 and all submitted documents to the applicant.

(1) Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

(2) Reschedule the appointment if requested to do so.

I. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate sought, accept FAA Form 8710-1 and conduct the practical test IAW the guidance in the Private Pilot PTS and chapter 5.

(1) Practical Test Not Completed for Reasons Other Than Unsatisfactory Performance.

(a) Issue a letter of discontinuance to the applicant (see chapter 5, section 2, paragraph 3C, and Figure 5-2).

(b) Return FAA Form 8710-1 and all submitted documents to the applicant with the original letter of discontinuance.

(c) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.

(2) Unsatisfactory Performance. If the applicant does not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(a) Prepare FAA Form 8060-5 IAW the guidance in chapter 5, section 1, paragraph 27.

(b) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(c) Retain FAA Form 8710-1 and return all other submitted documents to the applicant.

(d) Sign an entry in the applicant's records after the practical test. That entry must show the type of test, the duration of the flight portion, the unsatisfactory

outcome of the test, and the examiner's designation number.

(3) *Satisfactory Performance.* When the applicant has satisfactorily met all requirements for the certificate sought, prepare FAA Form 8060-4 IAW the guidance in chapter 5, section 1, paragraph 25.

(a) Enter the correct limitations, if appropriate.

i. Enter "NIGHT FLYING PROHIBITED" if the applicant receives flight training in and resides in the state of Alaska but does not meet the night flight training requirements.

ii. Enter "PASSENGER CARRYING PROHIBITED ON FLIGHT MORE THAN 10 NM FROM [the appropriate island]" and "HOLDER DOES NOT MEET THE CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO" for an applicant whose cross-country aeronautical experience qualifies under § 61.111(c).

(b) Verify that all information on the temporary airman certificate is correct. Sign the temporary airman certificate and direct the applicant to sign line VII of the temporary airman certificate.

(c) Retain the original for the certification file and give the applicant the copy of the temporary airman certificate.

(d) Sign an entry in the applicant's records after the practical test. That entry must show the type of test, the duration of the flight portion, the successful outcome of the test, and the examiner's designation number.

J. Complete the Certification File. Complete the certification file IAW the guidance in chapter 5, section 1, paragraph 23.

(1) Mail the completed certification file to the supervising FSDO no later than 5 days after the completion of the test.

(2) Integrated Airman Certification and/or Rating Application (IACRA) files may be sent directly to the FAA Airmen Certification Branch, AFS-760.

4. TASK OUTCOMES. Completion of this task results in the issuance of a temporary airman certificate, a notice of disapproval of application, or a letter of discontinuance.

5. FUTURE ACTIVITIES.

A. The applicant may return for an added category, class, or type rating.

B. The applicant may return for an upgraded certificate.

FIGURE 9-1. PRIVATE PILOT CERTIFICATE WITH RECREATIONAL PILOT CATEGORY PRIVILEGES

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION II. TEMPORARY AIRMAN CERTIFICATE		III. CERTIFICATE NO. PENDING		
VII. AIRMAN'S SIGNATURE <i>Linda Ann Jones</i>	THIS CERTIFICATE THAT IV. LINDA ANN JONES V. 1234 MAIN STREET ALLTOWN, PA 16236			
	DATE OF BIRTH 7/27/80	HEIGHT 65	WEIGHT 125	HAIR BLOND
	EYES BLUE	SEX F	NATIONALITY USA	VI.
	IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of PRIVATE PILOT			
	RATING AND LIMITATIONS XII. AIRPLANE SINGLE-ENGINE LAND RECREATIONAL PILOT PRIVILEGES ROTORCRAFT HELICOPTER XIII. HOLDER DOES NOT MEET ICAO REQUIREMENTS FOR THE ROTORCRAFT HELICOPTER RATING			
	THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE 7/16/01	
BY DIRECTION OF THE ADMINISTRATOR X. DATE OF ISSUANCE 4/12/04		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>James R. Brown</i> JAMES R. BROWN		
		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. AE-09-5678		
		DATE DESIGNATION EXPIRES 3/31/05		

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

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